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REGULATIONS FOR COMMUNITY COLLEGES.
PENNSYLVANIA STATE BOARD OF EDUC., HARRISBURG

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THE COMMUNITY COLLEGE LAW AND PROCEDURES ESTABLISHED BY THE DEPARTMENT OF PUBLIC INSTRUCTION ARE THE BASIS FOR ADMINISTRATION OF COMMUNITY COLLEGES IN PENNSYLVANIA. REGULATIONS PROVIDE FOR ADMINISTRATIVE ORGANIZATION, CURRICULUM, TUITION, AND STANDARDS FOR GRADING, RECORD KEEPING, FACULTY AND STAFF RATIOS. ALSO DESCRIBED ARE PROCEDURES FOR CONTRACT AWARDS FOR BUILDINGS AND FACILITIES, AS WELL AS COMPUTATION OF STATE PAYMENTS FOR OPERATING AND CAPITAL EXPENSES. (AL)

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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REGULATIONS for COMMUNITY COLLEGES

UNIVERSITY OF CALIF.
LOS ANGELES

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CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

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Commonwealth of Pennsylvania
STATE BOARD OF EDUCATION
Harrisburg

REGULATIONS

Community Colleges

As approved and adopted by the State Board of Education September 15, 1966

September 15, 1966

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Community Colleges

Regulations adopted by the State Board of Education on September 15; 1966 as provided by the "Community College Act of 1963", 24 August, 1963, P. L. 1132, as amended.

These regulations, the Community College law, and procedures established by the Department of Public Instruction are the basis for administration of community colleges. The law is not repeated in the regulations except when desirable for clarity or emphasis.

12-100 Administrative Organization

12-110 Board of Trustees

The board of trustees shall be appointed or elected in accordance with provisions of the Community College Act within sixty (60) days after approval of a community college application by the State Board of Education. (P.L. 1132, Section 5)

The composition of the board of trustees shall be representative of the geographical area to be served by the community college to include members of the professions, business, industry, and other lay organizations. The names of the trustees and the elected officers of the board shall be filed annually on July 1 with the Superintendent of Public Instruction.

All by-laws, articles of agreement and policies adopted by the board of trustees shall be written and filed with the Superintendent of Public Instruction.

A final community college plan shall be prepared by the board of trustees and submitted to the Superintendent of Public Instruction at least one hundred twenty (120) days prior to the opening of the community college for approval by the State Board of Education.

12-120 President

The President shall be appointed by the board of trustees. He shall be the chief executive officer of the community college.

12-130 Organization

Each community college shall file with the Superintendent of Public Instruction a current chart of its administrative organization.

12-200 Purposes and Philisophy

The board of trustees of each community college shall prepare and file with the Superintendent of Public Instruction a statement of philosophy outlining its purposes and objectives, and shall include a long range development plan for the college with at least ten (10) year projections.

12-300 Curriculum

Each community college shall file a description of its curricula with the Superintendent of Public Instruction one (1) month prior to the beginning of each new academic year.

12-310 Degrees and Certificates

Each community college shall award associate degrees for the liberal arts and sciences for completion of approved two (2) year programs.

Each community college shall award associate degrees in applied arts and sciences for completion of approved two-year programs.

Each community college shall award certificates for completion of approved programs of fewer than two-years.

The associate degree shall require the satisfactory completion of a minimum of sixty (60) semester credits exclusive of physical education and developmental courses.

12-320 Length and Definition of College Day and Year

Each semester or trimester shall include not fewer than fifteen (15) weeks of instruction. Each quarter shall include not fewer than ten (10) weeks of instruction. Each summer session shall include not fewer than three (3) weeks of instruction. Registration and orientation periods shall be in addition to the periods described above.

12-400 Tuition, Resident and Non-resident Students

The normal tuition charged each student shall be an amount fixed by the board of trustees by apportioning among the students enrolled not more than one-third of the college's annual operating costs.

For tuition purposes, students shall be classified as resident or non-resident students according to policies adopted by the board of trustees of each community college, in harmony with the provisions of the Community College Act. (P.L. 1132, Section 9)

Part-time students shall be charged tuition on a per credit basis by prorating the number of credits for which enrolled as a proportion of twelve (12) semester credits during a semester or twelve (12) quarter credits during a quarter.

The following shall be the policy on tuition refunds for all community colleges:

> The deadline for withdrawal of students with partial tuition refunds shall be the end of the third week of each semester or trimester; the end of the second week of each quarter; at the end of 20% of the scheduled instruction for summer sessions, special sessions and all irregularly scheduled sessions and courses. Enrollment at the end of the above periods will be considered final for Commonwealth payment purposes.

12-500 Standards

12-510 Grading Standards

Standards of grading and qualifications for graduation shall be established at each community college by the board of trustees on recommendation of the faculty.

12-520 Student Records

Individual, cumulative academic records shall be maintained for all students.

12-530 Professional Requirements for Faculty

A majority of faculty members in each community college shall have the status of full-time employment.

Each community college shall have a plan for faculty compensation which shall be filed with the Superintendent of Public Instruction.

Each community college shall maintain personnel records including transcripts of all administrators and faculty members.

12-540 Counseling and Guidance

Each community college shall provide a counseling and guidance program for both day and evening students. The ratio of equivalent full-time students to equivalent full-time guidance counselors shall not exceed 300 to 1.

12-600 Physical Facilities

Each community college shall prepare a long-range physical plant plan, including financial requirements for at least ten (10) years, for the physical facilities necessary to support the program of the college. A copy of this plan shall be filed by the president of the college with the Superintendent of Public Instruction as soon as practicable after admitting its first class, but not later than the third year of operation. The plan shall be reviewed and up-dated at least every third year.

Plans and specifications for all physical facilities supported by state funds shall be approved by the Superintendent of Public Instruction prior to obtaining any bids.

Physical facilities shall meet all applicable fire, safety, building, sanitation, heating, lighting and ventilating standards.

Each community college shall establish its own physical plant within three (3) years of admission of its first class.

12-700 Requirements for Bidding and Award of Contracts by Community Colleges

12-710 Construction Contracts

The board of trustees of each community college may perform any construction, reconstruction, repairs or work of any nature by its own maintenance personnel or may have such work performed under contract, provided that:

a. if the entire cost, value or amount of such work, including labor and material, exceeds four thousand dollars ($4,000), contracts therefor shall be entered into by the community college with the lowest responsible bidder, after public notice has been given asking for competitive bids.

b. if the entire cost, value or amount of such work is less than four thousand dollars ($4,000), competitive bids may be solicited from at least three (3) responsible bidders without public notice and the contracts awarded to the lowest bidder.

c. if the entire cost, value or amount of such work is five hundred dollars ($500) or less, contracts may be awarded without soliciting competitive bids.

d. in an emergency, if the college plant or any part of it becomes unusable, competitive bids for repairs or replacement may be solicited from at least three (3) responsible bidders and the contracts awarded to the lowest bidder.

12-711 Bid Bonds

All bids shall be received by the board of trustees in sealed envelopes at a designated place and time and shall be opened publicly and the contract awarded thereon.

All bids shall be accompanied by a bond with corporate surety in such amount as the board of trustees shall determine, but not less than ten per cent (10%) of the amount bid. In the event any bidder shall, upon award of the contract to him, fail to comply with the requirements as to a bond guaranteeing the performance of the contract, such bid bond shall be forfeited.

12-712 Performance Bond

The bidder to whom the contract is awarded shall furnish a bond to guarantee the performance of the contract. Such bond shall be with sufficient surety and in the amount of at least fifty per cent (50%) of the amount of the contract. Failure on the part of the contractor to furnish such bond shall void the previous award.

12-720 Contracts for Services and Personal Property

The board of trustees of each community college shall establish policies and procedures which will insure that contracts for the purchase of services, except those of a professional nature, and personal property shall be written and shall be made by advertising for, or soliciting, competitive bids.

Such policies and procedures shall be filed with the Superintendent of Public Instruction.

12-800 Financial Procedures

12-810 Total Equivalent Full-Time Students

Full-time students shall be those enrolled for twelve (12) or more credits.

Full-time equated students shall be determined by dividing by twelve (12) the total credits for which part-time students enroll.

Full-time equivalent enrollment shall be the sum of approved full-time students and approved full-time equated students in attendance at the end of the refund period.

Enrollments in both credit and non-credit courses will be used in this calculation.

The following full-time and full-time equivalent enrollments shall be deducted from total full-time equivalent student enrollments:

a. Pennsylvania resident students who are not residents of the area of the local sponsor of the community college in which they are enrolled and who have enrolled in such college without the approval of the board of trustees of the community college established in the area in which they reside;

b. Non-Pennsylvania residents;

c. Students enrolled under contracts or other arrangement which provide for payment of full operating costs from other Commonwealth funds, from Federal funds, or other funds.

12-820 Computation of State Payments

12-821 Operating Expenses

The Commonwealth payment shall be computed as follows:

a. By obtaining the academic year average approved enrollment of all semesters, trimesters or quarters in the academic year and multiplying the average approved enrollment by one-third of the approved per student operating cost.

b. At the end of the approved refund period of each summer session, special session and all irregularly scheduled sessions and courses, the total approved credits elected divided by twelve (12) and multiplied by one-third of the approved operating per student cost.

c. The maximum Commonwealth payment shall not exceed one-third of $1,000 per student for the academic year nor one-third of $500 per student for summer session(s).

d. For non-credit courses fifteen (15) hours of classroom study shall be equated to one semester credit for reimbursement purposes. For non-credit courses requiring laboratory study, each thirty (30) hours of laboratory study shall be equated to one semester credit for reimbursement purposes.

e. The Commonwealth shall participate in the payment of operating and capital costs incurred in the operation of a community college prior to the opening of classes.

12-822 Capital Expenses

Commonwealth payment from funds appropriated for that purpose shall be computed as follows:

a. Fifty per cent (50%) of approved capital outlay expenses, after deduction of Federal monies received for capital expenses, if any.

b. Capital expenses shall mean only such expenses as are incurred with the prior approval of the Superintendent of Public Instruction for:

1. Amortization of the purchase of lands;

2. Amortization of the purchase, construction or improvement of buildings;

3. Lease of lands or buildings;

4. Rentals to an authority for the purchase of lands, purchase, construction or improvements of buildings;
5. Purchase of capital equipment and furniture;
6. Purchase of library books and complementary audio-visual equipment during the first five (5) years after establishment.

c. In those instances where combinations of school districts or municipalities are approved as sponsors of a community college, the financial base for meeting capital obligations of such community colleges shall be the market value of the sponsors as determined by the State Tax Equalization Board in the case of school districts, and by the Board of Assessment and Revision of Taxes or any other similar board which determines market values of real estate in the case of municipalities.

d. The terms and conditions of any agreements for the repayment of indebtedness entered into by a community college including those on account of any of those purposes enumerated in 12-822 b shall require the prior approval of the Superintendent of Public Instruction.

12-830 Reports and Payments

Each community college shall submit annual budget information in the form and on the schedule specified and provided by the Superintendent of Public Instruction.

Each community college shall use an accounting system approved by the Superintendent of Public Instruction.

One copy of the sponsor-approved budget shall be filed with the Superintendent of Public Instruction within thirty (30) days of sponsor approval.

For purposes of State payments, the following definitions shall apply:

Academic year - The period of instruction which includes two semesters, two trimesters or three terms or quarters.

Annual year - A twelve month period coterminous with the Commonwealth fiscal year beginning July 1 and ending June 30.

Summer term - An additional session, semester, trimester or quarter offered at the end of the regular academic year.

Reports for State payments shall be prepared as of the end of the refund period for each semester, trimester, term, quarter, summer session or special session.

State payments to each community college board of trustees on behalf of the sponsor, shall be paid in the year in which the expenses are incurred. Payments will be made quarterly on or before September 30, December 31, March 31, and June 30 except that semi-annual payments shall be made for the State share of the following capital expenses:

a. Annual rentals to an authority or the sponsor;

b. Other leases;

c. Sinking fund or debt-service payments.